

## Creating a Semester Test Category

1. Choose "Term 2" from the Term Drop down list.
2. Choose "Semester Test" from the Task drop down list.

The screenshot shows the Infinite Campus interface. At the top, there's a green header with 'Infinite Campus', 'Campus Instruction Beta', and 'Hyrma'. Below that, a navigation bar includes 'Message Center', 'Section' (03) 574011-1 Drama I, 'Term' (2), 'Task' (Semester Test), and an '+ Add' button. On the left, a sidebar lists 'Planner', 'Grade Book', 'Attendance', and 'Roster'. The 'Grade Book' section is active, showing a table with columns for 'Percent', 'Grade', 'Rpt Crd Comments', 'Points', 'Possible', and 'In Progress'. The 'Settings' menu is highlighted on the left sidebar.

3. Click on the "Settings" expansion arrows: which gives you this dialog box:

The screenshot shows the 'Settings' dialog box. On the left, there's a sidebar with 'Filters' (Student Filters: All Students, Assignment Filters: All Assignments) and 'Grade Book Setup' (Assignment Marks, Category Copier, Assignment List, Grade Calc Options, Categories, Grading Scales). The 'Categories' menu item is highlighted. The main area is divided into two sections: 'Category List' and 'Category Detail'.

**Category List**

Sequence	Category	*Weight	Exclude	Drop Lowest (%)
1	Daily Participation	0.0	<input type="checkbox"/>	<input type="checkbox"/>
2	Quizzes / Tests	0.0	<input type="checkbox"/>	<input type="checkbox"/>
3	Performances / Readings	0.0	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Add, Close

**Category Detail**

\*Name: Semester Test

\*Weight: 0.0

Sequence: 0

☐ Exclude from Calculation

☐ Drop Lowest Score (%)

**Category Placement**

Select which Sections will use this category

Teachers	Section	Term	<input checked="" type="checkbox"/>
Zakahi, Hyrma	574011-1 Drama I	1, 2	<input checked="" type="checkbox"/>
	574011-2 Drama I	1, 2	<input checked="" type="checkbox"/>
	574011-3 Drama I	3, 4	<input checked="" type="checkbox"/>
	574011-4 Drama I	3, 4	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
2nd Quarter Mid-term	<input type="checkbox"/>
4th Quarter Mid-term	<input type="checkbox"/>
Quarter Grade	<input type="checkbox"/>
Semester Grade	<input type="checkbox"/>
Semester Test	<input checked="" type="checkbox"/>

Buttons: Save, Delete, Close

4. Click on the "Categories" menu

This action will give you a list of the categories that you created for 1<sup>st</sup> and 2<sup>nd</sup> or 3<sup>rd</sup> and 4<sup>th</sup> quarters

5. Click the "Add" button.

Create a new Category called "Semester Test"  
Leave the weight and the sequence as is

Under Category Placement

6. choose all the sections by clicking the box next to Term (or click each box individually)  
Scroll down as you need to

Under Grading Task  
7. Click Semester Test

8. Click the "Save" button

Creating a Semester Test Assignment

1. Click the **"Add"** button.

Message Center

Planner

Grade Book

Attendance

Section

03) 574011-1 Drama I

Term

2

Task

Semester Test

Add

Save

Students

11 Badger, Landon W

Posted			In Progress			
Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Grade

Assignment Detail

Name

Semester Test - Performance

Abbreviation

per

Add Notes

Section Placement

Section	Term	Active	Campus Portal	*Assigned	*Due	*GB Seq	Student Group
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/18/2014	12/18/2014		
<input checked="" type="checkbox"/> 574011-1 Drama I	1, 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/18/2014	12/18/2014	1.00	No Groups
<input checked="" type="checkbox"/> 574011-2 Drama I	1, 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/18/2014	12/18/2014	1.00	No Groups
<input checked="" type="checkbox"/> 574011-3 Drama I	3, 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/15/2015	05/15/2015	1.00	No Groups
<input checked="" type="checkbox"/> 574011-4 Drama I	3, 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/15/2015	05/15/2015	1.00	No Groups

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

☒ Align to Grade Book

Grading Tasks

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> 2nd Quarter Mid-term			
No Categories			
<input type="checkbox"/> 4th Quarter Mid-term			
No Categories			
<input type="checkbox"/> Quarter Grade			
<input type="checkbox"/> Semester Grade			
No Categories			
<input checked="" type="checkbox"/> Semester Test	<input checked="" type="radio"/> Points	30	1
<input type="radio"/> Semester Test	<input type="radio"/> Marks		

Information for Students

Add Description

Add Objectives

Add References

Student Work Product

☒ None

☐ Enable Student Submission

☐ Enable Online Assessment

Delete

Copy

New

Score

Save

Close

Fill in the

Name,

Abbreviation and

Dates

Then scroll down to Scoring Alignment Detail.

Select "Semester Test" as the Grading Task.

Enter the number of total points

You can add description, objectives and references here

Click on the "Save" button

## Copying Semester Test Category to other classes:

1. Click on the **“Settings”** expansion arrows: which gives you this dialog box:

**Settings**

**Filters**

Student Filters: All Students ▼

Assignment Filters: All Assignments ▼

**Grade Book Setup**

Assignment Marks: **Category Copier**

Assignment List: Grade Calc Options

Categories: Grading Scales

2. Click on the **“Category Copier”** menu

**Category Copier**

The Category Copier is used to copy assignment categories from one section to another.

Copy from: 14-15 ▼

14-15 T F Riggs High School (Reg)

- 03) 574011-1 Drama I
- 03) 574011-3 Drama I
- 04) 574011-4 Drama I
- 04) 800111-5 Guided Study Hall (A)
- 05) 111111-1 ACT Prep
- 05) 574012-1 Drama II
- 06) 111111-2 ACT Prep
- 06) 574011-2 Drama I
- 07) 800111-14 Guided Study Hall (A)

Number of Categories: 4

☐ Category Name

☒ Semester Test

☐ Daily Participation

☐ Quizzes / Tests

Copy to:

14-15 T F Riggs High School (Reg)

- 03) 574011-1 Drama I
- 03) 574011-3 Drama I
- 04) 574011-4 Drama I
- 04) 800111-5 Guided Study Hall (A)
- 05) 111111-1 ACT Prep
- 05) 574012-1 Drama II**
- 06) 111111-2 ACT Prep
- 06) 574011-2 Drama I
- 07) 800111-14 Guided Study Hall (A)

Number of Categories: 3

**Category Name**

Daily Participation

Quizzes / Tests

Performances / Readings

**Next** Cancel

That will give you a screen that looks like the one on the left:

3. From the “Copy from” menu (on the left) choose a class that has the Semester Test Category that you just created.

Be sure to “unclick” the box in front of the categories that you don’t wish to copy

4. From the “Copy to” menu (On the right side) – choose the class that you would like to copy it to. (the categories that exist in that class will be listed below

5. Click the **“Next”** button

6. Click the **“Copy”** button.

**Category Copier**

Copy From 574011-1 Drama I To 574012-1 Drama II:

**Category Name** **Standard/Grading Task**

☒ Semester Test ☒ Semester Test

Add

Back **Copy** Cancel